



Sacramento, California

Dear Competitor:

Attached is a Supplemental Application form with self-explanatory instructions. You must complete a Supplemental Application form for this examination. The information you provide will be used to assess your relevant training and experience on a competitive basis.

Please include the completed cover sheet with your response, and place your name on each page of the documents that you submit. **A resume may not be used in lieu of your completed Supplemental Application, but a resume must be included.** Supplemental Applications that are not in compliance with the instructions will not be accepted. This will result in your elimination from the examination.

Please pay particular attention to the due date for submitting application documents. In order to participate in this examination, your completed application form (Std. 678), resume, and Supplemental Application must be postmarked no later than August 30, 2004, the final filing date for this examination. Application forms, resumes, and Supplemental Applications personally delivered or received in the Personnel Office via State of California intra-office mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

Applicants who meet the requirements for this examination will be scheduled for an interview. Interviews will be conducted in Sacramento, San Francisco, and Los Angeles.

Thank you for your cooperation. If you have any questions, please contact Lorna Wilson in the Personnel Office at (916) 341-8330.

SUPPLEMENTAL APPLICATION FORM
Graduate Legal Assistant
Open Examination
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Print name

Signature

Date

Address

City

State

Zip

Work Telephone Number
()

Home Telephone Number
()

The Supplemental Application form is designed to elicit information regarding individual achievements and to allow assessment of potential ability in critical areas of the job.

Please return your completed application form (Std. 678), resume, and Supplemental Application postmarked no later than Monday, August 30, 2004, to:

Legislative Counsel Bureau
Personnel Office
925 L Street, Suite 900
Sacramento, CA 95814

FAILURE TO RETURN THIS FORM
AND A RESPONSE WILL RESULT IN THE
COMPETITOR BEING ELIMINATED FROM
FURTHER PARTICIPATION IN THE EXAMINATION

Name of Competitor _____

SUPPLEMENTAL APPLICATION FORM

Graduate Legal Assistant

Open Examination

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LEVEL DESCRIPTION

Graduate Legal Assistant

Legal staff in the Legislative Counsel Bureau provide professional services to Members of the California Legislature and, in certain situations, to the executive and judicial branches of state government and to private citizens. These legal services do not involve policy advocacy, nor do they involve partisan political activities. The legal staff primarily draft and analyze legislative measures, prepare opinions, both oral and written, regarding the effect and constitutionality of proposed legislative measures and other legal issues, and give advice regarding legislative rules and procedures. In this connection, the legal staff conduct in-depth legal research and deal with both state and federal law. In performing these tasks, the legal staff confer with legislators, legislative staff, and other authorized persons interested in these legislative measures and assist them in preparing legislation. The legal staff must deal tactfully with others in pressure situations and must work effectively as team members.

DIRECTIONS

Complete all eight (8) items on the attached Supplemental Application form. With regard to item eight (8), please limit your written response to no more than two pages.

LEGISLATIVE COUNSEL BUREAU

Supplemental Application Survey
Graduate Legal Assistant

(1) From which law school did you graduate, or in which law school are you currently in your last year of study? _____

(2) Did you graduate, or are you currently ranked, in the top 50 percent of your class? _____
The top 25 percent? _____ A higher percent? _____

(3) Cite any academic honors (for instance, Dean's List or American Jurisprudence Award) you received in law school: _____

(4) List any private law firm or public law office for which you have worked or are currently working: _____

(5) If you have had significant experience in a particular subject area of law, please describe the work setting, the nature of the experience, the time spent, and the service rendered to the client: _____

(6) Describe any significant legal writing experience, such as a comment for a law review or the preparation of a written brief in a moot court program: _____

(7) Describe any significant experience in writing **other than** in a law school or legal setting: _____

(8) Please **attach** to this application a brief description (not to exceed two pages) of any training or experience that you think would be applicable to the position of Graduate Legal Assistant with the Legislative Counsel Bureau that would distinguish you from other candidates for this position. (Include any experience in government work, the drafting of legislative proposals or regulations, or the preparation of appellate or other written briefs.)

*NOTE: Do not complete this Supplemental Application if you have completed a similar one for Deputy Legislative Counsel.